

Southeastern Virginia Training Center LHRC Meeting  
October 20, 2011

Committee Members Present:

Sam Moore, Chair  
Diane Watkins, Vice-Chair  
Karen Richardson  
Stefanie Ward

Guests:

Reginald Daye, Regional Advocate Manager  
Luan Thomas, Support

Affiliates Present:

Kwame Edusei	Achievers Counseling Services
Andrea Bond	Care Group
Leo Gloria	Casa de Gloria
Jean White	Creative Living Community Services
Betty Banks	Creative Living Community Services
Nancy Greene	In Caring Hands
	LightHouse/Life Changers
Jacqueline Francis	RIZE
Earl Francis	RIZE
Kim Lindblad	Specialized Youth Services of VA
Verna Hyman	Terry's Place
Shawn Minter	Vigilant Mindz
Felicia Cambridge	Coop's Vision
Luan Thomas	SEVTC

Affiliates Absent:

Sarita Lee	Everyday Angels
Danielle Gail	Moving Forward Family Services

I. Call to order

The meeting was called to order by Sam Moore, Chair.

II. Approval of agenda

The agenda was presented by the chair. A motion was made to accept the agenda, it was seconded and approved with all in favor.

III. Approval of minutes

The minutes of the last meeting were discussed. Mr. Daye had several comments concerning the minutes. A motion was made and seconded to accept the minutes with corrections.

IV. Public Comment

There were no public comments.

V. Advocate's Report

Mr. Daye opened by saying there are two new staff in his office. He will be reassigning advocates to providers once the new advocate is ready to begin. He then gave a lengthy description of how to complete the quarterly report. He explained the year is broken in to four quarters; Jan. – March, April – June, July – Sept. and Oct. – Dec. Quarterly reports are due by the 15<sup>th</sup> day of the next month. Annual reports are due January 15 for the previous year. The seclusion and restraint reports are due January 15 as well, but it is sent directly to Richmond. If anyone has questions concerning the reports they may call Mr. Daye's office for assistance.

He also reminded the providers that quarterly reports can be emailed to committee members, but the narrative that explains the details surrounding abuse or neglect must be sent by US Postal Service. Any material that includes names of the clients cannot be sent via email which is considered an unprotected method of sharing information. Emailing such information could be a HIPAA violation.

He explained that a company that has been licensed for one year and wishes to expand must contact the licensing specialist and submit a letter to the committee and Mr. Daye stating your wish to expand, listing the details of the new address. The provider will also present this information to the committee at the next meeting.

VI. New Business

Felicia Cambridge, owner of Coop's Vision presented an affiliation request for her in-home program. The committee asked that she establish a time limit for restraint. She agreed. The committee also asked if it was a requirement that a client be employed. She said it was not a requirement.

A motion was made to accept the request for affiliation presented by Ms. Cambridge. It was seconded and all voted in favor.

A motion was made to approve the behavior management plans with, modification mentioned. It was seconded and all voted in favor.

Mr. Moore explained that each provider is required to attend the meeting twice a year. The providers supported by this LHRC will be divided into two groups with one group meeting in January and July and the other group meeting in April and October. The list is divided in two alphabetically by program name. Attendance is required the on the schedule described. The meetings are generally scheduled in the third week of the month and begin at 8:00 am.

Mr. Daye added that failure to attend meetings as scheduled, or submit quarterly or annual reports as scheduled could result in citation, which may in turn affect licensure. While the LHRC cannot take action against a provider for noncompliance, his office can and will.

If a provider needs to present information to the committee outside their normal schedule he/she must contact Mr. Moore and ask to be put on the agenda. Quarterly reports are required to be emailed to the committee members by the 15<sup>th</sup> day of the month. That is, 4<sup>th</sup> quarter reports are due by January 15.

It was announced that the providers would be responsible for refreshments in the future. It was recommended that the providers meet following the meeting to discuss a format for assigning responsibility, if they choose to serve refreshments.

Luan Thomas, who normally supports the LHRC, offered to support the affiliates in the future. Normal secretarial matters will be handled from her office.

VII. Human Rights Quarterly Reports

See the attachment for the summary of the third quarter reports received by and presented to this committee:

Provider Name	Date	Status of Allegation of A/N			Total of Alleged Counts									Total of Occurred Counts									# of Clients Served
		Alleged	Pending	Closed	P	S	V	N	PP	E	O	R	P	S	V	N	PP	E	O	R			
Achievers Counseling Services	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	
Care Group																						0	
Casa de Gloria Residential Ser	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Coop's Vision																						0	
Creative Living Community Ser	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Everyday Angels																						0	
In Caring Hands	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
LightHouse Community Center	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	
Moving Forward Family Service	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
RIZE, LLC	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
SEVTC	3rd	3	1	3	0	0	0	1	0	0	2	0	0	0	0	1	0	0	0	0	0	115	
Specialized Youth Services	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Terry's Place	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Vigilant Mindz	3rd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Provider seen in closed session =0																							
Key:																							
A/N=Abuse and Neglect																							
P=Physical																							
S= Sexual																							
V= Verbal																							
N= Neglect																							
PP=Peer to Peer																							
E= Exploitation																							
O= Other																							
R= Restraint																							

VIII. Next Meeting date

The LHRC meets monthly at SEVTC. The next meeting date is November 17, 2011.

IX. Adjournment

There being no further business, the meeting was adjourned.

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Sam Moore, Chair